Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 07−17, Option Added to Web−Based Special Payroll Processing System (SPPS) for Submitting Written Inquiries

Date: October 16, 2007

To: Holders of the Payroll/Personnel Manual

This bulletin is being issued to inform users of a new feature being made available in the Web−Based Special Payroll Processing System (SPPS).

Currently, agencies submit written inquiries through the Document Tracking System External (DOTSE). Effective November 19, 2007 (Pay Period 23), SPPS Web will include an online inquiry feature allowing agencies to submit written inquiries via SPPS Web in lieu of using DOTSE. Written inquiries should be submitted via SPPS Web following the instructions contained in the attachment to this bulletin. Written inquiries can include requests for payroll listings, reprints of Form W−2, Wage and Tax Statements, Earnings and Leave Statements, bond information, and reprints of SF−1150, Record of Leave Data, etc.

SPPS Web written inquiries have an average processing time of 7 business days. If the National Finance Center (NFC) cannot complete the inquiry within this timeframe, the NFC technician assigned the inquiry will record a status update with the date and a short statement explaining the status of the inquiry in the **REMARKS/NOTES** window in SPPS.

NFC will continue to accept written inquiries through DOTSE until further notice.

The SPPS Web Procedure, which is available online at the NFC Web Site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (*www.nfc.usda.gov*) and click **Pubs & Forms**. Then on the Pubs & Forms page left-hand menu, click *List by Title/Chapter,* then Search Title I, Chapter 8, Section 3, on the list provided. Changes on the bulletin are identified by "▶◀".

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For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about SPPS Web to the Payroll/Personnel Call Center at **504−255−4630.**

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Attachment

To Submit an Inquiry Via SPPS Web

1. Log on to SPPS Web.

2. On the SPPS Web Main Menu, click **[INQUIRY]**. The **MANAGE INQUIRIES** window is displayed.

3. On the **MANAGE INQUIRIES** window, enter the search criteria and click **[SEARCH]** to research for duplicate records.

4. On the **MANAGE INQUIRIES** window, click **[ADD]** to add a new record. The **ADD INQUIRY** window is displayed.

5. On the **ADD INQUIRY** window, complete the mandatory fields that are designated by an asterisk (*).

6. Click **[SAVE]**. The **MANAGE INQUIRIES** window is displayed. The record is a Status Code 6 (New).

7. On the **MANAGE INQUIRIES** window, click **[RELEASE TO NFC]** to release the record to NFC to be processed. The record will be a Status Code 7 (Release to NFC). NFC cannot process until it is a Status Code 7.